



## INSTRUCTIONS FOR COMPLETING AF FORM 3052

**Col 1 Item. Description of materials** required, work to be done, special equipment needed, etc. Breakdown should be in sufficient detail to permit itemizing of all direct costs.

**Col 2 Unit of Measure.** Description of the unit in which each item is to be estimated ( *examples -- square yards -- SY, cubic yards -- CY, square feet -- SF, linear feet -- LF, board feet -- BF, each -- EA, pound -- LB*).

**Col 3 Quantity.** Contractor's estimate of quantity required in terms of unit of measure ( *column 2* ). Items and units of measure will be furnished by the Government. Quantity estimates will be furnished by the Government only when it is anticipated that a unit price contract will be issued. Otherwise, the contractor is responsible for determining quantity estimates.

**Col 4 and 5 Material Costs.** Enter unit cost ( *Col 4* ) of material to be supplied and total cost ( *Col 5* ) for item listed in column 1.

**Col 6, 7, and 8 Labor Costs.** Enter in Col 6 the estimated number of manhours or mandays needed to perform the work listed in column 1. Enter in Col 7 the average rate per mahour ( *manday* ) and in Col 8 the total labor cost.

**Col 9 Other Direct Costs.** Enter estimated costs of special equipment and other items ( *listed in Col 1* ) which are special to the contract and of significant dollar value. Identify **Subcontractor costs** here and include back-up documentation on how these costs were derived.

**Col 10 Line Total.** Self-explanatory.

**NOTE:** In addition to other totals entered on various pages, the grand total of column 10, plus overhead and profit will be shown on the last page as follows:

1	<b>TOTAL MATERIAL COSTS:</b>	\$ _____	(Column 5 Total)
2	<b>TOTAL LABOR COSTS:</b>	\$ _____	(Column 8 Total)
3	<b>TOTAL OTHER DIRECT COSTS:</b>	\$ _____	(Column 9 Total)
4	<b>TOTAL DIRECT COSTS:</b>	\$ _____	(Column 10 Total, = Items 1 + 2 + 3)
5	<b>OVERHEAD @ _____%</b>	\$ _____	(Item 4 x Item 5 %)
6	<b>PROFIT @ _____%</b>	\$ _____	(Item 4 x Item 6 %)
7	<b>SUBTOTAL:</b>	\$ _____	(Item 4 + 5 + 6)
8	<b>BOND @ _____%</b>	\$ _____	(Item 7 x Item 8 %)
9	<b>TOTAL PRICE:</b>	\$ _____	(Item 7 + 8))

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## INSTRUCTIONS TO OFFERORS

1. The purpose of this form is to provide a standard format by which the offeror submits to the Government a summary of incurred and estimated costs ( *and attached supporting information* ) suitable for detailed review and analysis. Prior to the award of a contract resulting from this proposal the offeror shall, under the conditions stated in FAR 15.804-2, be required to submit a certificate of current cost or pricing data ( *see FAR 15.804* ).

2. In addition to the specific information required by this form, the offeror is expected, in good faith, to incorporate in and submit and submit with this form any additional data, supporting schedules, or substantiation which are reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement. For effective negotiations, it is essential that there be a clear understanding of

- The existing, verifiable data.
- The judgmental factors applied in projecting from known data to the estimate, and
- The contingencies used by the offeror in their proposed price.

In short, the offeror's estimating process itself needs to be disclosed.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described ( *with schedules as appropriate* ), and made available to the contracting officer or his authorized representative upon request.

4. Submission of this proposal the offeror grants to the contracting officer, or his authorized representative, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such negotiations prior to contract award.